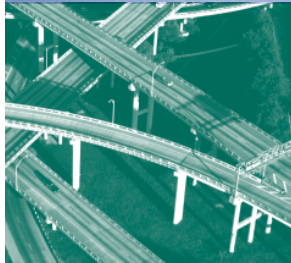




NTSB | Training
Center

2007 COURSE CATALOG



Revised January 2007

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2007 Schedule of Courses

January 9-10	Accident/Incident Report Writing (p. 42)
March 6	Technical Photography (p. 24)
March 7	Advanced Accident Site Photography (p. 26)
March 8	Digital Image Processing (p. 28)
March 6-8	Photodocumentation Series (p. 29)
March 13-15	Family Assistance (p. 35)
March 29-30	Accident Investigation Orientation for Aviation Professionals (p. 13)
April 2-3	Biomechanics of High-Impact Injuries (p. 16)
April 16-27	Aircraft Accident Investigation (p. 12)
May 3	Conducting Effective Meetings (p. 46)
May 8-9	Managing Communications During An Aircraft Disaster (p. 31)
May 10	Airport Preparedness Program (p. 39)
June 5-7	Advanced Skills in Disaster Family Assistance (p. 34)
June 26-27	Conducting Effective Technical Presentations (p. 43)
June 28	Media Training for Accident Investigators (p. 44)
July 10-11	Motorcoach, Bus and 15-Passenger Vans: Current Issues and Case Studies (p. 17)
July 24-25	Conducting Effective Technical Presentations (p. 43)
August 7-9	Emergency Responders (p. 40)

Confirm dates, times and programs -- and receive electronic updates about new courses, forums and symposia at ntsb.gov/tc

2007 Schedule of Courses continued

August 21-22	Accident/Incident Report Writing (p. 42)
August 23	Media Training for Accident Investigators (p. 44)
September 10-21	Aircraft Accident Investigation (p. 12)
October 2	Technical Photography (p. 24)
October 3	Advanced Accident Site Photography (p. 26)
October 4	Digital Image Processing (p. 28)
October 2-4	Photodocumentation Series (p. 29)
October 11-12	Accident Investigation Orientation for Aviation Professionals (p. 13)
October 15-19	Survival Factors in Aviation Accidents (p. 15)
October 23-26	Mass Fatality Incidents for Medicolegal Professionals (p. 37)
November 6-8	Family Assistance (p. 35)
December 3-4	Investigating Human Fatigue Factors (p. 19)
December 5	Cognitive Interviewing for Accident Investigators - Basic (p. 20)
December 6	Cognitive Interviewing for Accident Investigators - Advance (p. 21)
December 5-6	Cognitive Interviewing Series (p. 22)
December 3-6	Human Factors Series (p. 23)

Confirm dates, times and programs -- and receive electronic updates about new courses, forums and symposia at ntsb.gov/tc

2007 Calendar Grid

AVIATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aircraft Accident Investigation (p. 12)				16-27					10-21			
Accident Investigation Orientation (p. 13)			29-30							11-12		
Survival Factors in Aviation Accidents (p. 15))										15-19		
BIOMECHANICS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Biomechanics of High-Impact Injuries (p. 16)			2-3									
HIGHWAY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Motorcoach, Bus and 15-Passenger Vans (p. 17)							10-11					
HUMAN FACTORS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Investigating Human Fatigue Factors (p. 19)												3-4
Cognitive Interviewing for Accident Investigators - Basic (p. 20)												5
Cognitive Interviewing for Accident Investigators - Advanced (p. 21)												6
Cognitive Interviewing Series (p. 22)												5-6
Human Factors Series (p. 23)												3-6
PHOTO DOCUMENTATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Technical Photography (p. 24)			6							2		
Advanced Accident Site Photography (p. 26)			7							3		
Digital Image Processing (p. 28)			8							4		
Photodocumentation Series (p. 29)			6-8							2-4		
PUBLIC AFFAIRS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Managing Communications During an Aircraft Disaster (p. 31)					8-9							
RAILROAD	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Accident Investigation Orientation for Railroad Professionals (p.33)				Dates to be determined (check ntsb.gov/tc)								
TRANSPORTATION DISASTER RESPONSE	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Advanced Skills in Disaster Family Assistance (p. 34)						5-7						
Family Assistance (p. 35)			13-15								6-8	
Mass Fatality Incidents for Medicolegal Professionals (p. 37)										23-26		
Airport Preparedness Program (p. 39)					10							
Emergency Responders (p. 40)								7-9				
WORKFORCE DEVELOPMENT (NTSB ONLY)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Accident/Incident Report Writing (p. 42)	9-10							21-22				
Conducting Effective Technical Presentations (p. 43)						26-27	24-25					
Media Training for NTSB Investigators (p. 44)						28		23				
Conducting Effective Meetings (p. 46)					3							

Message From the Chairman

Exciting things are happening at the NTSB Training Center, and I sincerely hope that you will be able to be part of what we are doing in 2007.

First, let me note that on October 1, 2006, the NTSB Academy became the NTSB Training Center. The name was changed to better reflect our comprehensive training mission.

Besides the Safety Board staff that attends courses at the Training Center, our key audiences include those in the transportation safety and emergency response communities. In fact, in 2006 more than 800 participants from outside the NTSB attended courses, workshops, and other events at the Training Center. And we plan to welcome even more in 2007.

I'd like to highlight several new courses that we'll be offering this year:

Advanced Skills in Disaster Family Assistance (June 5-7) is focused on building advanced leadership skills for those involved in the management of disaster family assistance programs.

Motorcoach, Bus and 15-Passenger Vans: Current Issues and Case Studies (July 10-11) will examine key safety issues involving these vehicles.

These new courses add to the many unique training opportunities that are only available at the NTSB Training Center. And to allow others to benefit from the Training Center's state-of-the-art facilities, we have made it available to public and governmental organizations at very competitive rates. In 2006, we hosted over 1,000 people from 20 organizations. If your group has an offsite meeting or event, I hope that you will consider the advantages that our campus can offer.

Whether you come to the Training Center for a cutting-edge course or to attend an off-site function, know that our professionals in curriculum design, facility management, and administration are committed to providing you with a positive experience in a uniquely productive environment.

Sincerely,

Mark V. Rosenker
Chairman, National Transportation Safety Board

About the NTSB Training Center



The NTSB Training Center is part of the National Transportation Safety Board, an independent federal agency that investigates all civil aviation accidents in the United States and selected accidents in other modes of transportation.

Mission

The Mission of the NTSB Training Center is to promote safe transport by:

- Ensuring and improving the quality of accident investigation through critical thought, instruction, and research;
- Communicating lessons learned, fostering the exchange of new ideas and new experience, and advocating operational excellence;
- Providing a modern platform for accident reconstruction and evaluation; and
- Utilizing its high-quality training resources to facilitate family assistance and first responder programs, sister agency instruction, and other compatible federal activity.

Location

Located on the Virginia Campus of The George Washington University in Ashburn, the Training Center is ten miles from Washington Dulles Airport and 30 miles from Washington, D.C. A map showing the Training Center's location within the Washington, D.C. area is available on page 46.

Courses

The Training Center offers a variety of courses ranging in length from one day to two weeks, with wide applicability outside of the field of transportation accident investigation, such as [Cognitive Interviewing for Accident Investigators](#), [Investigating Human Fatigue Factors](#) and the [Photodocumentation Series](#). Most courses offered at the Training Center are open to those outside the Safety Board. In fact, the majority of those attending Training Center courses are from transportation and emergency response communities outside the NTSB.

Who May Attend

The Training Center does not enroll participants, as would a traditional academic institution. Since courses have differing admissions criteria, prospective participants are admitted on a course-by-course basis.

While forums and symposia are open to the public, certain courses are limited to those who may be directly involved in an NTSB accident investigation or are members of the emergency response community. See the [Who May Attend](#) section of each course description for further details.

Practical Training

Recognizing the importance of using the training material in the real world environment, Training Center courses emphasize examples, demonstrations, and when appropriate, hands-on training. Participants leave the course with useful information and skills that can be applied immediately.

Accreditation

Continuing Education Units (CEUs) are awarded to every participant who successfully completes a designated scheduled course at the Training Center. The number of CEUs awarded is indicated in each course description. More details about CEUs and transcripts are available on page 42.

Partnerships and Alliances

In its effort to meet the training needs of those in other areas of the government and the transportation and emergency response communities, the Training Center has formed relationships with federal agencies and private organizations. The following is a partial list of the organizations participating in partnerships and alliances with the NTSB Training Center:

- Airports Council International of North America (ACI-NA)
- Air Transport Association (ATA)
- Armed Forces Institute of Pathology (AFIP)
- Aviation Safety Alliance (ASA)
- Civil Aviation Administration of China (CAAC)
- Federal Bureau of Investigation (FBI)
- Global Maritime and Transportation School (GMATS)
- National Association of State Boating Laws Administrators (NASBLA)
- National Aeronautics and Space Administration (NASA)
- New York City, Office of Emergency Management (NYC OEM)
- Transportation Safety Institute (TSI)
- Regional Airline Association (RAA)
- Society of Automotive Engineers (SAE)

We will continue to develop mutually beneficial relationships, enhancing the level of understanding and cooperation within and between organizations and the NTSB.

Journal of Accident Investigation

The Journal of Accident Investigation, a publication to promote transportation safety through science, is published by the National

Transportation Safety Board and is affiliated with the Training Center.



The Journal is an interdisciplinary publication that provides for the public exchange of ideas and information developed through NTSB's accident investigations in all modes of transportation. It contains published research and technical articles on accident investigations that may be of interest to professionals in safety, accident investigation, engineering and the behavioral sciences.

Issues of the Journal (PDF) may be downloaded from the following Web page: <http://www.ntsb.gov/tc/about.htm>

Brief History

The NTSB Training Center was established in 2000 (then known as the NTSB Academy) to improve the skills of its own employees, and make its safety expertise more widely available to the diverse transportation community. In August 2003, the Training Center began full operations when it moved into its new facility on the Ashburn, Virginia campus of The George Washington University.

As of 2006, Training Center courses, forums and symposia have been attended by over 4,000 transportation safety and emergency response professionals from more than 50 countries.

More information

Frequently asked questions, a virtual tour of the Training Center campus, and a listing of courses, forums and symposia (including those added after this catalog was printed) are available on our website: ntsb.gov/tc.

Training and Meeting Facilities

In addition to the unique training opportunities offered at the NTSB Training Center, our facilities are available to be reserved by public and governmental organizations.

Convenient location. A 45-minute drive from downtown Washington, D.C. and 15 minutes from Washington Dulles International Airport.

State-of-the-art. The auditorium, classrooms, and conference rooms are all equipped with advanced audio-visual equipment and Internet connectivity.

Excellent value. Unlike most hotels and conference centers, the NTSB Training Center does not charge a fee for use of its standard audio-video equipment and support.



An ideal environment in which to exchange ideas and make connections with other transportation safety and emergency response professionals.

The Training Center's state-of-the-art, 72,000-square-foot, two-level facility includes:

- Five classrooms equipped with advanced audio/video systems and Internet connectivity
- Two conference rooms
- Video conferencing facilities
- Student lounge
- Laboratory to house instructional wreckage, including the 93-foot reconstruction of the forward portion of the TWA flight 800 aircraft's fuselage, the largest reconstruction in the history of civil aviation



Auditorium

With stadium-style seating for up to 120, the Auditorium features an acoustically efficient design, making question-and-answer sessions a more productive component of the learning experience.



Classrooms 1 and 2

Separately, each classroom seats 36. A retractable wall can be moved to create a single large classroom or meeting space with seating for 72.



Classrooms 3 and 4

Stadium-style seating (3 rows) for groups of up to 36 people.



Main Conference Room

This room, ideal for meetings of 8-30 people, can be arranged in a variety of seating configurations.



Video Conference Room

This room, designed especially for video conferencing, makes meetings more productive by facilitating the participation of individuals from off-site locations.

The following special services are available for an additional fee:

- Videoconferencing - ISDN phone lines available
- Video recording
- Live or delayed webcasts
- Other special services, as requested

For more information, please see the special section on our website dedicated to the conference facilities:

<http://www.nts.gov/tc/rental/index.htm>

To inquire about hosting your training event, meeting or conference at the NTSB Training Center, please contact Wm. Eisenrauch by e-mail at TCreservations@nts.gov or by phone at 571-223-3906.

Need meeting or conference space in Washington, D.C.?

The NTSB Board Room and Conference Center is conveniently located in L'Enfant Plaza with easy access to the Washington Metro system. To learn more about this space, please go to <http://www.nts.gov/NTSBConfCenter/confcent.htm>

Course Descriptions

AVIATION

Aircraft Accident Investigation

DESCRIPTION: This course provides participants with a comprehensive overview of the procedures and methods used and the skills required to investigate an aircraft accident. Examples from recent NTSB investigations will be used to demonstrate particular aspects of the investigative process.

ID CODE: AS101

DATES AND TUITION:

APRIL 16-27, 2007

\$2,950 for all applications with payment received no later than March 16.

\$3,250 for all applications with payment received March 17- April 10.

Applications submitted between April 11 and 12:00 pm (noon) ET on April 13 will be accepted with payment of a \$50 late registration fee.

SEPTEMBER 10-21, 2007

\$2,950 for all applications with payment received no later than August 10.

\$3,250 for all applications with payment received August 11 - September 4.

Applications submitted between September 5 and 12:00 pm (noon) ET on September 7 will be accepted with payment of a \$50 late registration fee.

CEUs: 6.5

OVERVIEW:

- Site documentation and management
- Operational and mechanical aspects of aircraft performance
- Turbine and reciprocating engines
- Fire and explosions
- Fracture recognition
- Weather
- Radar analysis
- NTSB "party process"
- Progress meetings
- Survival factors
- Human performance
- Survivor interviews and witness reports

- Working with local area responders
- Safety Recommendations
- Case studies include midair collisions, in-flight fires, in-flight breakups and weather-related accidents

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Discuss the entire process, from when the NTSB receives the initial notification that an accident has occurred through the issuance of the final report and determination of the accident's probable cause
- Define the five major aspects of site management at an accident scene
- Identify how safety recommendations - the primary accomplishments of an accident investigation - are developed and issued
- Distinguish the difference between structural failures that may have caused the accident and structural damage that occurred as a result of the accident
- Identify what questions to ask accident witnesses to elicit the most accurate information
- Confidently interact with the media at the accident site and during the on-going investigation

WHO MAY ATTEND:

- Investigators from the NTSB and other accident investigation authorities/commissions worldwide
- Potential participants in an NTSB investigation: investigative and safety personnel employed by airframe, engine or component manufacturers, airlines, civilian and military agencies, and related labor unions
- Members of the academic community attending for research purposes (on a space-available basis)

Accident Investigation Orientation for Aviation Professionals

DESCRIPTION: This course, led by senior NTSB management and investigators, details how the Safety Board investigates major aircraft accidents and what it expects of participants in an investigation.

ID CODE: AS301

DATES AND TUITION:

MARCH 29-30, 2007 (THURSDAY – FRIDAY)

\$450 for all applications with payment received no later than February 28.

\$500 for all applications with payment received March 1 - 25.

Applications submitted between March 26 and 12:00 pm (noon) ET on March 28 will be accepted with payment of a \$50 late registration fee.

OCTOBER 11-12, 2007 (THURSDAY – FRIDAY)

\$450 for all applications with payment received no later than September 12.

\$500 for all applications with payment received September 13 - October 4.

Applications submitted between October 5 and 12:00 pm (noon) ET on October 10 will be accepted with payment of a \$50 late registration fee.

CEUs: Not available for this course

OVERVIEW:

- NTSB overview and history
- Authority of the NTSB Office of Aviation Safety
- “Go-team” and the on-scene investigation
- The “party” process
- Post on-scene investigation
- Responsibilities to families of accident victims
- Role of the NTSB board member and the Office of Public Affairs
- International investigations
- Safety recommendations
- Tutorial: TWA flight 800 investigation and reconstruction

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Improve the overall preparedness of an airline response team
- Reduce confusion following an accident event by proactively managing the on-scene situation
- Explain the role of the air carrier as a part of the “party process” at a domestic and international investigation
- Identify what the federal law requires of air carriers regarding family assistance

WHO MAY ATTEND:

- Investigators from the NTSB and other accident investigation authorities/commissions worldwide
- Potential participants in an NTSB investigation: Investigative and safety personnel employed by airframe, engine or component manufacturers, airlines, civilian and military agencies, and related labor unions
- Members of the academic community attending for research purposes (on a space-available basis)

Survival Factors in Aviation Accidents

DESCRIPTION: This intensive, hands-on, 5-day course covers a wide range of aircraft occupant survivability issues, including case studies highlighting key components of accident survivability, cabin safety and emergency equipment. The material will be presented in seminar and workshop format by staff from NTSB, NASA-Langley Research Center, and the FAA Civil Aerospace Medical Institute.

ID CODE: AS302

DATES AND TUITION:

OCTOBER 15-19, 2007 (MONDAY – FRIDAY)

\$850 for all applications with payment received no later than September 14.

\$925 for all applications with payment received September 15 - October 9.

Applications submitted between October 10 and 12:00 pm (noon) ET on October 12 will be accepted with payment of a \$50 late registration fee.

CEUs: 3.1

OVERVIEW:

- Introduction to crashworthiness
- Flight attendant emergency procedures and training
- Documentation of injuries and fatalities
- Documentation of emergency equipment such as evacuation slides, emergency exits and emergency lights
- Airport emergency response plans
- Aircraft Rescue and Firefighting (ARFF)
- Search and rescue equipment and procedures
- Discussion of advances in safety resources and investigative methods derived from accident case studies
- Workshop: Wreckage documentation exercise in BAE Jetstream 41
- Workshop: Lab exercise to document seats and restraint systems
- Workshop: Survival Factors interview techniques

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Discuss factors affecting occupant survivability
- Effectively represent an organization as a member of an NTSB Survival Factors Group
- Describe the importance of flight attendant emergency procedures training and airport emergency response plans
- Document survival factors data in an aviation accident or incident

- Conduct interviews of accident survivors in a sensitive and thorough manner
- Acquire updated information on NASA and FAA crashworthiness programs

EQUIPMENT: Participants must provide their own digital camera for use in several documentation exercises.

WHO MAY ATTEND:

- NTSB & FAA investigators
- Foreign aviation investigation agencies
- Airline safety and operations personnel
- Agencies operating public-use aircraft
- Aircraft & aviation equipment manufacturers
- Members of the academic community attending for research purposes (on a space-available basis)

BIOMECHANICS

Biomechanics of High-Impact Injuries

DESCRIPTION: This course will provide an introduction to the biomechanics of high-impact injury, including terminology, and will outline the state of knowledge on the biomechanics of impact to the main anatomical regions, the circumstances under which trauma is generated, the effects on injury tolerance of variations in the population (e.g., age and gender), and the consequences for protection during impacts.

ID CODE: IM309

DATES AND TUITION:

APRIL 2-3, 2007 (MONDAY - TUESDAY)

\$600 for all applications with payment received no later than March 2

\$660 for all applications with payment received from March 3-27

Applications submitted between March 28 and 12:00 pm (noon) ET on March 30 will be accepted with payment of a \$50 late registration fee.

CEUs: 1.3

OVERVIEW:

- Energy transfer and trauma severity on the human system
- Thresholds to major types of high-impact injuries
- Injury severity as a function of age and gender

- Mitigating effects of occupant restraint systems and safety system design
- Primary injury mechanisms in a variety of physical and circumstantial contexts
- Biomechanics of injuries to skull and brain, cervical spine, thoracoabdominal, thoracic and lumbar spine, and extremities
- Autopsy-based assessment of injury biomechanics
- Injuries to pedestrians, other vulnerable road users, ballistics and blast injury biomechanics, and the biomechanics of injury in aviation scenarios
- TWA flight 800 tutorial, examination of the reconstruction of the aircraft wreckage, and a discussion of injury mechanisms within the context of the preceding lectures

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Explain the relationship between energy transfer and trauma, and the limits of human tolerance to various kinds of injury
- Discuss the latest research into injury mechanisms and tolerances of the head, neck, thorax, abdomen, and extremities
- Explain the various types of injuries to pedestrians, other vulnerable road users, ballistics and blast injury biomechanics, and injury biomechanics in aviation scenarios
- Discuss the design, value and multiple objectives of occupant protection systems

WHO MAY ATTEND:

Those in the medical, academic, accident investigation and emergency response communities, including engineers, doctors, other clinicians, crash investigators, consultants, and researchers.

HIGHWAY

Motorcoach, Bus and 15-Passenger Vans

DESCRIPTION: This course will examine the most current safety issues involving motorcoaches, buses, and 15-passenger vans. Topics will include an overview of the NTSB, accident investigation procedures, and the interaction of three dynamic elements within any accident sequence – operations, driver, and vehicle. Actual NTSB case studies will be used to illustrate principles discussed in class.

ID CODE: HS101

DATES AND TUITION:**JULY 10-11, 2007 (TUESDAY – WEDNESDAY)**

\$700 for all applications with payment received no later than June 26.

\$1000 for all applications with payment received June 27 - July 4.

Applications submitted between July 5 and 12:00 pm (noon) ET on July 9 will be accepted with payment of a \$50 late registration fee.

CEUs: 1.3

OVERVIEW:

- Overview of NTSB accident investigation history and emerging trends
- Detailed examination of each of the three major components of an accident investigation involving a motorcoach, bus or 15 passenger van:
 - Operations
 - Driver
 - Vehicle
- Emerging vehicle technologies
 - Braking systems
 - Collision Warning System (CWS)
 - Human interface with technology
 - Data records
 - Vehicle-based CWS
 - CWS deployments
 - Adaptive Cruise Control
- Discussion of crashworthiness issues
 - Dynamic stability
 - Driver training
 - Vehicle design

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Discuss how the primary components of an investigation – Operations, Driver and Vehicle – dynamically interact within the accident sequence.
- Describe the crashworthiness issues that affect the survivability of an accident.
- Discuss the current and emerging technologies in motorcoach, bus and 15 passenger vehicles, including crashworthiness, dynamic stability and vehicle design.
- Brief others in their organization on the key components of NTSB accident investigations

WHO MAY ATTEND:

- Motorcoach, bus, and van fleet managers and mid- and upper-level management and safety personnel
- NTSB investigators

- Local, state and federal transportation officials
- Local, state and federal police and investigation agencies
- Agencies and organizations that monitor or regulate transportation safety
- Labor unions representing transportation workers
- Members of the academic community attending for research purposes (on a space-available basis)

HUMAN FACTORS

Investigating Human Fatigue Factors

DESCRIPTION: This course will provide participants with information and guidance to evaluate the role human fatigue plays in accident causation. It will cover fatigue-related issues including sleep length, sleep disorders, circadian rhythms, work schedules, and the effects of fatigue on performance and alertness. The course will also examine the types of information that should be collected during an investigation. Case studies and hands-on exercises will demonstrate the concepts discussed in the classroom.

ID CODE: IM303

DATES AND TUITION:

DECEMBER 3-4, 2007 (WEDNESDAY – THURSDAY)

\$750 for all applications with payment received no later than November 2.
\$825 for all applications with payment received November 3-27.

Applications submitted between November 28 and 12:00 pm (noon) ET on November 30 will be accepted with payment of a \$50 late registration fee.

CEUs: 1.3

ADDITIONAL HUMAN FACTORS COURSE: Save on travel, time and expenses .

[Cognitive Interviewing](#) is offered December 5-6. See course descriptions on pages 20-22 for details.

OVERVIEW:

- Physiological basis of human fatigue - cumulative sleep debt, effects of age, alcohol, sleep disorders and circadian rhythms
- Performance and alertness - how sleep loss, sleep disorders, circadian rhythms, medications and environment affect human performance
- Scheduling factors - how shift work, time zone changes, minimum rest opportunities, duty length and other factors interact and contribute to fatigue

- Assessing core factors - how to assess the significance of each of the four core fatigue factors (sleep loss, continuous hours of wakefulness, circadian rhythms, and sleep disorders) in an accident investigation
- Collecting and analyzing fatigue factors - how to gather, analyze, portray, and interpret fatigue information, including relevant questions to ask operators, organization representatives, family members, and others
- Practical application - course exercises will include interviewing for fatigue, and interpretation and analysis of fatigue related performance factors in an accident investigation

Cognitive Interviewing for Accident Investigators - Basic

DESCRIPTION: This course provides the foundational knowledge and skills needed to conduct interviews of participants in, and witnesses to, transportation incidents or accidents. Emphasis will be on the cognitive interviewing technique to maximize the amount and quality of information obtained during investigative interviews.

ID CODE: IM401A

DATES AND TUITION:

DECEMBER 5, 2007 (WEDNESDAY)

\$385 for all applications with payment received no later than November 6.
\$425 for all applications with payment received November 7-29.

Applications submitted between November 30 and 12:00 pm (noon) ET on December 4 will be accepted with payment of a \$50 late registration fee.

CEUs: 0.7

ADDITIONAL HUMAN FACTORS COURSE: Save on travel, time and expenses – attend two courses in one trip. *Investigating Human Fatigue Factors* is offered December 3-4. See course description on page 19.

OVERVIEW:

- Theories of memory and recall
- Influences on eyewitness memory
- Logistical aspects of interviewing in transportation accident investigations
- Interviewer techniques to enhance interviewee recall
- Using interview information in accident investigations
- NTSB accident investigation case studies

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Use the Cognitive Interview (CI) method to obtain more accurate and complete information from eyewitnesses and critical personnel in accident investigations
- Explain how the social dynamics in an interview can affect its outcome
- Identify various errors of perception and memory
- Employ various techniques to enhance a witness' recall of an event
- Brief colleagues about the interview process and its impact on the outcome of an investigation

WHO MAY ATTEND:

- Those who may be involved in transportation accident investigations
- Those who may be required to conduct interviews as part of any type of investigation
- Those with an interest in the methodology of obtaining and applying critical data in a transportation accident investigation
- Members of the academic community attending for research purposes (on a space-available basis)

Cognitive Interviewing for Accident Investigators - Advanced

DESCRIPTION: In addition to the knowledge base and cognitive interviewing techniques covered in the basic course (IM401A), this program will focus on refining the CI techniques and will provide the participant with numerous opportunities to gain confidence using the CI method through interactive discussion, demonstrations and exercises.

ID CODE: IM401B

DATES AND TUITION:

DECEMBER 6, 2007 (THURSDAY)

\$385 for all applications with payment received no later than November 7.
\$425 for all applications with payment received November 8 - December 2.

Applications submitted between December 3 and 12:00 pm (noon) ET on December 5 will be accepted with payment of a \$50 late registration fee.

CEUs: 0.7

ADDITIONAL HUMAN FACTORS COURSE: Save on travel, time and expenses – attend two courses in one trip. *Investigating Human Fatigue Factors* is offered December 3-4. See course description on page 19.

OVERVIEW:

- Theories of memory and recall - ADVANCED
- Influences on eyewitness memory - ADVANCED
- Interviewer techniques to enhance interviewee recall - ADVANCED
- Using interview information in accident investigations - ADVANCED
- NTSB accident investigation case studies

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Use the Cognitive Interview (CI) method to obtain more accurate and complete information from eyewitnesses and critical personnel in accident investigations
- Explain how the social dynamics in an interview can affect its outcome
- Identify various errors of perception and memory
- Employ various techniques to enhance a witness' recall of an event
- Brief colleagues about the interview process and its impact on the outcome of an investigation

WHO MAY ATTEND:

- Those who may be involved in transportation accident investigations
- Those who may be required to conduct interviews as part of any type of investigation
- Those with an interest in the methodology of obtaining and applying critical data in a transportation accident investigation
- Members of the academic community attending for research purposes (on a space-available basis)

Cognitive Interviewing Series

PROGRAM: Both the BASIC and ADVANCED CI courses for a single discounted tuition.

DAY 1: COGNITIVE INTERVIEWING FOR ACCIDENT INVESTIGATORS - BASIC

This course provides the foundational knowledge and skills needed to conduct interviews of participants in, and witnesses to, transportation incidents or accidents. Emphasis will be on the cognitive interviewing technique to maximize the amount and quality of information obtained during investigative interviews.

DAY 2: COGNITIVE INTERVIEWING FOR ACCIDENT INVESTIGATORS - ADVANCED

In addition to the knowledge base and cognitive interviewing techniques covered in the basic course (IM401), this program will focus on refining the

CI techniques and will provide the participant with numerous opportunities to gain confidence using the CI method through interactive discussion, demonstrations and exercises.

ID CODE: IM401S

DATES AND TUITION:

DECEMBER 5-6, 2007 (WEDNESDAY - THURSDAY)

\$700 for all applications with payment received no later than November 6.

\$775 for all applications with payment received November 7-29.

[Savings of \\$125 over standard tuition rates](#)

Applications submitted between November 30 and 12:00 pm (noon) ET on December 4 will be accepted with payment of a \$50 late registration fee.

CEUs: 1.4

Human Factors Series

PROGRAM: Three courses (four days) for a single discounted tuition.

DAY 1-2: INVESTIGATING HUMAN FATIGUE FACTORS

This course will provide participants with information and guidance to evaluate the role human fatigue plays in accident causation. It will cover fatigue-related issues including sleep length, sleep disorders, circadian rhythms, work schedules, and the effects of fatigue on performance and alertness.

The course will also examine the types of information that should be collected during an investigation. Case studies and hands-on exercises will demonstrate the concepts discussed in the classroom.

DAY 3: COGNITIVE INTERVIEWING FOR ACCIDENT INVESTIGATORS - BASIC

This course provides the foundational knowledge and skills needed to conduct interviews of participants in, and witnesses to, transportation incidents or accidents. Emphasis will be on the cognitive interviewing technique to maximize the amount and quality of information obtained during investigative interviews.

DAY 4: COGNITIVE INTERVIEWING FOR ACCIDENT INVESTIGATORS - ADVANCED

In addition to the knowledge base and cognitive interviewing techniques covered in the basic course (IM401), this program will focus on refining the CI techniques and will provide the participant with numerous opportunities to gain confidence using the CI method through interactive discussion, demonstrations and exercises.

ID CODE: IM303S

DATES AND TUITION:

DECEMBER 3-6, 2007 (MONDAY - THURSDAY)

\$1375 for all applications with payment received no later than November 2.

\$1475 for all applications with payment received November 3-27.

[Savings of \\$200 over standard tuition rates](#)

Applications submitted between November 28 and 12:00 pm (noon) ET on November 30 will be accepted with payment of a \$50 late registration fee.

CEUs: 2.7

PHOTODOCUMENTATION

Technical Photography

DESCRIPTION: The principles of digital imaging will be explained and demonstrated. Participants will create images and apply techniques discussed in class.

ID CODE: IM304

DATES AND TUITION:

MARCH 6, 2007 (TUESDAY)

\$350 for all applications with payment received no later than February 5.

\$385 for all applications with payment received February 6 – 28.

Applications submitted between March 1 and 12:00 pm (noon) ET on March 5 will be accepted with payment of a \$50 late registration fee.

OCTOBER 2, 2007 (TUESDAY)

\$350 for all applications with payment received no later than September 3.

\$385 for all applications with payment received September 4 - 26.

Applications submitted between September 27 and 12:00 pm (noon) ET on October 1 will be accepted with payment of a \$50 late registration fee.

PHOTODOCUMENTATION SERIES Save on travel, time and expenses – attend the entire Photodocumentation Series, March 6 – 8 (Tuesday – Thursday) and October 2 – 4 (Tuesday – Thursday) for a discounted tuition. See course description on page 29 for details.

CEUs: 0.7. This course is also certified by the Virginia Department of Criminal Justice Services for 8 hours (Career Development/Elective) of Partial In-Service Credit (PIC)

OVERVIEW:

- Digital photography – how a digital image is formed, processed and stored; digital vs. analog imaging; adjusting resolution & file sizes for particular purposes
- Camera usage and care – holding, focusing, light metering, batteries, moisture and cleaning
- Elements of exposure – shutter speeds, lens apertures, depth-of-field and exposure vs. noise
- Lighting – sources and techniques
- Close-up and macro-photography – use of flash, filtration and polarization
- Troubleshooting – Resolving frequently encountered difficulties
- Photographer safety and camera care
- Digital imaging media, techniques and cautions

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Maximize the benefits of digital imaging
- Improve images by understanding the elements of exposure
- Get the most out of the camera's macro-capabilities
- Perform the most complete artifact documentation under any circumstances
- Preserve photographic equipment by learning to care for it under all conditions

EQUIPMENT: Participants must provide their own digital camera and laptop computer and should be familiar with the operation of both prior to attending the course. In addition, participants are encouraged to bring to class accessories that they may use on the job, such as scales, mirrors, memory and tripods.

WHO MAY ATTEND:

- NTSB investigators
- Federal, state & local investigators, including those outside the field of transportation, who may have a need to photographically document the site of an accident/incident or understand the process
- Potential participants in an NTSB investigation
- Others who would like to build or enhance photographic documentation skills

Advanced Accident Site Photography

DESCRIPTION: Participants will learn how to capture the most important and useful images to document any accident site. Through the use of methods described in this course participants will expose their own images in various photographic disciplines and then share in critique sessions offering constructive observations for improvement. Course format will be 4 - 5 hours of interactive instruction and demonstration, and 2 - 3 hours of practical exercises.

PREREQUISITE: Completion of Technical Photography (IM304) or a strong working knowledge of photographic principles.

ID CODE: IM306

DATES AND TUITION:

MARCH 7, 2007 (WEDNESDAY)

\$350 for all applications with payment received no later than February 6.

\$385 for all applications with payment received February 7 - March 1.

Applications submitted between March 2 and 12:00 pm (noon) ET on March 6 will be accepted with payment of a \$50 late registration fee.

OCTOBER 3, 2007 (WEDNESDAY)

\$350 for all applications with payment received no later than September 4.

\$385 for all applications with payment received September 5 - 27.

Applications submitted between September 28 and 12:00 pm (noon) ET on October 2 will be accepted with payment of a \$50 late registration fee.

PHOTODOCUMENTATION SERIES: Save on travel, time and expenses – attend the entire Photodocumentation Series, March 6 – 8 (Tuesday – Thursday) and October 2 – 4 (Tuesday – Thursday) for a discounted tuition. See course description on page 29 for details.

CEUs: 0.7. This course is also certified by the Virginia Department of Criminal Justice Services for up to 11 hours (Career Development/Elective) of Partial In-Service Credit (PIC).

OVERVIEW:

- Project environment – preparing for assignments under any conditions
- Documenting the scene – protocols for documentation and storage of images of any site
- Size, color and positional references – GPS capabilities and animation

- Storytelling – capturing images to maximize informational content; point of view, angle of view; use of alternative lighting and image capture
- Quantitative scene data – virtual reality, photomontage, perspective grids and vanishing points to photogrammetry and reverse photogrammetry
- Authenticity – ensuring image authenticity through use of specific procedures
- Photo Reality – taking advantage of contrast, perspective, proper lens focal length, 2D vs. 3D dimensionality and color reproduction
- Exercise: Documentation of simulated aircraft accident site

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Record accurate and useful investigative images and minimize photographic distortions by employing techniques demonstrated in the course
- Obtain images of an accident site so that the scene may be recreated as necessary
- Use the elements of contrast, perspective, dimensionality and color reproduction to optimize photo-reality
- Capture images using specified protocols to ensure authenticity, accuracy and admissibility

EQUIPMENT: Participants must provide their own digital camera and laptop computer. In addition, participants are encouraged to bring to class accessories that they may use on the job, such as scales, mirrors, memory and tripods.

WHO MAY ATTEND:

- NTSB investigators
- Federal, state & local investigators, including those outside the field of transportation, who would like to build or enhance technical photographic skills
- Potential participants in an NTSB investigation
- Others who would like to build or enhance technical photographic skills

Digital Image Processing

DESCRIPTION: Processing and storing of images for current and archival use in a variety of electronic formats. Discussion of generally accepted protocols for processing of images to enhance image clarity and information while retaining authenticity crucial for use as documentary evidence.

ID CODE: IM307

DATES AND TUITION:

MARCH 8, 2007 (THURSDAY)

\$350 for all applications with payment received no later than February 7.

\$385 for all applications with payment received February 8 - March 4.

Applications submitted between March 5 and 12:00 pm (noon) ET on March 7 will be accepted with payment of a \$50 late registration fee.

OCTOBER 4, 2007 (THURSDAY)

\$350 for all applications with payment received no later than September 5.

\$385 for all applications with payment received September 6 - 30.

Applications submitted between October 1 and 12:00 pm (noon) ET on October 3 will be accepted with payment of a \$50 late registration fee.

PHOTODOCUMENTATION SERIES: Save on travel, time and expenses – attend the entire Photodocumentation Series, March 6 – 8 (Tuesday – Thursday) and October 2 – 4 (Tuesday – Thursday) for a discounted tuition. See course description on page 29 for details.

CEUs: 0.7. This course is also certified by the Virginia Department of Criminal Justice Services for 8 hours (Career Development/Elective) of Partial In-Service Credit (PIC).

OVERVIEW:

- Workflow process – from image capture to archival storage
- Scanning – converting traditional prints into digital images
- File types – determining optimal file formats for various image types and usages
- Image size – Guidelines for best file sizes for a range of storage and electronic transmission considerations
- Compression – balancing the benefits and drawbacks of various modes of image compression
- Image Correction – using imaging programs to correct for deficiencies in overall image quality:
 - Enhancing detail
 - Adjusting luminosity

- Cropping out distracting/irrelevant elements
 - Correcting distorted color
 - Improving contrast
- Authenticity protocols – practices and procedures to ensure that the integrity and accuracy of the documentary digital image is not compromised at any point in the workflow process

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Discuss the elements that affect image quality when scanning various types of media into a digital format
- Select the best image file formats for a variety of situations
- Determine the appropriate image file sizes for:
 - E-mail
 - Display on computer monitors
 - Archival or documentary use
 - Print or publishing
- Compress images for data transfer in a variety of formats
- Employ the range of software tools available to enhance and correct documentary images
- Avoid mistakes that could compromise the authenticity of a documentary digital image

EQUIPMENT: Participants must provide their own laptop computer.

WHO MAY ATTEND:

- NTSB investigators
- Potential participants in an NTSB investigation
- Federal, state & local investigators, including those outside the field of transportation, who may have a need to photographically document the site of an accident/incident or understand the process
- Others who would like to build or enhance photographic documentation skills

Photodocumentation Series

DESCRIPTION: Three courses for a single discounted tuition – two days of photography and one day of digital image processing.

Day One – Technical Photography (IM304)

The principles of digital imaging will be explained and demonstrated. Participants will create images to apply techniques discussed in class. Participants should be familiar with the operation of their digital camera prior to attending the course.

Day Two – Advanced Accident Site Photography (IM306)

Capture the most important and useful images to document any accident site. Through the use of methods described in this course, participants will expose their own images in various photographic disciplines and then share in critique sessions offering constructive observations for improvement. Course format will be 4 - 5 hours of interactive instruction and demonstration, and 2 - 3 hours of practical exercises.

Day Three – Digital Image Processing (IM307)

Processing and storing of images for current and archival use in a variety of electronic formats. Discussion of generally accepted protocols for processing of images to enhance image clarity and information while retaining authenticity crucial for use as documentary evidence.

ID CODE: IM300

DATES AND TUITION:

MARCH 6–8, 2007 (TUESDAY – THURSDAY)

\$950 for all applications with payment received no later than February 5.

\$1050 for all applications with payment received February 6 - 28.

Applications submitted between March 1 and 12:00 pm (noon) ET on March 5 will be accepted with payment of a \$50 late registration fee.

OCTOBER 2–4, 2007 (TUESDAY – THURSDAY)

\$950 for all applications with payment received no later than September 3.

\$1050 for all applications with payment received September 4 - 26.

Applications submitted between September 27 and 12:00 pm (noon) ET on October 1 will be accepted with payment of a \$50 late registration fee.

Each of the three courses may be taken individually. See separate [course descriptions](#) for dates and tuitions.

CEUs: 2.1. This course is also certified by the Virginia Department of Criminal Justice Services for up to 27 hours (Career Development/Elective) of Partial In-Service Credit (PIC).

OVERVIEW:

[Day One – Technical Photography \(IM304\)](#)

See course description on page 24

Day Two – Advanced Accident Site Photography (IM306)

See course description on page 26

Day Three – Digital Image Processing (IM307)

See course description on page 28

EQUIPMENT: Participants must provide their own digital camera and laptop computer. In addition, participants are encouraged to bring to class accessories that they may use on the job, such as scales, mirrors, memory and tripods.

WHO MAY ATTEND:

- NTSB investigators
- Federal, state & local investigators, including those outside the field of transportation, who may have a need to photographically document the site of an accident/incident or understand the process
- Potential participants in an NTSB investigation
- Others who would like to build or enhance photographic documentation skills

PUBLIC AFFAIRS

Managing Communications During an Aircraft Disaster

DESCRIPTION: The course will teach participants what to expect in the days immediately following an airport aviation disaster and how they can prepare for their role with the media.

Co-SPONSOR: Airports Council International - North America (ACI-NA)

ID CODE: PA302

DATE AND TUITION:

MAY 8-9, 2007 (TUESDAY – WEDNESDAY)

\$595 for all applications with payment received no later than April 9.

\$650 for all applications with payment received April 10 – May 2.

Applications submitted between May 3 and 12:00 pm (noon) ET on May 7 will be accepted with payment of a \$50 late registration fee.

ADDITIONAL AIRPORTS COURSE: Save on travel, time and expenses – attend two courses in one trip. [Airport Preparedness Program](#) is offered May 10 (Thursday). See course description on page 39 for details.

CEUs: 1.3

OVERVIEW:

- How the National Transportation Safety Board organizes an accident site and what can be expected in the days after an aviation disaster from the NTSB, FAA, other federal agencies, airline, airport, media and local community
- Strategies for airline and airport staff to proactively manage the communication process throughout the on-scene phase of the investigation
- How the NTSB public affairs officers coordinate press conferences and release of accident information and what information the spokespersons from the airport and airline will be responsible to provide to the media
- Making provisions for and communicating with family members of those involved in the accident
- Questions and requests likely encountered from the airlines, airport staff, family members, disaster relief agencies, local officials and others

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Be better prepared to respond to a major aviation disaster involving a flight departing from or destined for participant's airport
- Demonstrate greater confidence in fielding on-scene questions about the many aspects of the investigation and its participants, including what types of specific information may be requested
- Identify the appropriate Public Affairs roles for the various organizations involved in an accident investigation.
- Be more productive in the first few hours after an aviation disaster by understanding which tasks are most important and why
- Perform job responsibilities more professionally and with greater confidence given the knowledge and tools to manage the airport communications aspect of a major aviation disaster

WHO MAY ATTEND: This course is limited to employees of airports, airlines and corporations with aviation departments who, in the event of an aviation disaster, will need to provide a steady flow of accurate information to media outlets and/or other airport, federal or local authorities.

RAILROAD

Accident Investigation Orientation for Rail Professionals

DESCRIPTION: This course, led by NTSB investigators, details how the Safety Board investigates railroad accidents and what it expects of participants in an investigation.

ID CODE: RPH301

DATE AND TUITION: To be determined (check ntsb.gov/tc)

CEUs: Not available for this course

OVERVIEW:

- NTSB overview and history
- Authority and limitations of the NTSB Office of Railroad, Pipeline and Hazardous Materials
- NTSB go-team and the on-scene investigation
- The “party” process
- Post on-scene investigation
- Services and support provided to families of accident victims
- Role of the NTSB board member and the Office of Public Affairs
- Safety recommendations

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Discuss how the NTSB investigators work on-scene at an accident and the role of a “party” member
- Work in a close and coordinated manner with the NTSB investigators on-scene
- Describe the NTSB accident investigation from initial notification to final board meeting and recommendations
- Explain what types of services and support are available to family members of victims of railroad accidents
- Describe the role of the NTSB Office of Public Affairs in the release of relevant and appropriate information to the public

WHO MAY ATTEND:

- Investigators from the NTSB and other accident investigation authorities/commissions worldwide
- Potential participants in an NTSB investigation: investigative, safety and management personnel employed by railroads or equipment/component manufacturers; manufacturers of hazardous materials; civilian and military agencies; and related labor unions
- Members of the academic community attending for research purposes (on a space-available basis)

TRANSPORTATION DISASTER RESPONSE

Advanced Skills in Disaster Family Assistance

DESCRIPTION: This course will explore the unique set of leadership skills required to effectively manage the family assistance process in a chaotic post-disaster environment. Participants will be provided with decision-making tools, crisis communication strategies, and methods for deploying resources to families.

The program will offer practical solutions for the challenging aspects of managing large-scale fatality events while coordinating available resources with industry, federal, state and local agencies.

ID CODE: TDA405

DATES AND TUITION:**JUNE 5-7, 2007 (TUESDAY – THURSDAY)**

\$800 for all applications with payment received no later than May 7.

\$875 for all applications with payment received May 8-30.

Applications submitted between May 31 and 12:00 pm (noon) ET on June 4 will be accepted with payment of a \$50 late registration fee.

PREREQUISITE: Transportation Disaster Response - Family Assistance (TDA301)

CEUs: 2.0

OVERVIEW:

- Key techniques for effective family assistance leadership in disaster situations
- Practical strategies for disaster crisis management
- Managing family assistance operations

- Integrating lessons learned from recent disasters into the next generation of family assistance operations
- Exercise: Participants will establish and operate a Family Assistance Center

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Define an integrated multi-agency model of disaster family assistance
- More effectively manage family assistance responses using crisis management tools
- Communicate with family members on complex and difficult topics
- Define crisis leadership skills necessary to effectively work in an emotionally charged environment

WHO MAY ATTEND:

- Commercial transportation industry officials, particularly those that are in a position to set or influence policy, or have a family assistance role during transportation disasters
- Representatives of federal agencies, particularly those that have a role in transportation disaster response
- Representatives of non-governmental and/or private agencies that have a legitimate and recognized transportation disaster response role
- Members of the academic community attending for research purposes (on a space-available basis)

Family Assistance

DESCRIPTION: Developed for commercial transportation officials, representatives of federal agencies, staff of non-governmental relief organizations and emergency managers, this course is instrumental in understanding how any organization involved in the accident response can most effectively support the family assistance efforts.

NTSB Transportation Disaster Assistance specialists, clinicians and other professionals will present a variety of disaster response and family assistance topics. Learn from Safety Board responders who have developed partnership programs to manage disasters.

ID CODE: TDA301

DATES AND TUITION:**MARCH 13-15, 2007 (TUESDAY – THURSDAY)**

\$650 for all applications with payment received no later than February 12.

\$725 for all applications with payment received February 13 - March 6.

Applications submitted between March 7 and 12:00 pm (noon) ET on March 12 will be accepted with payment of a \$50 late registration fee.

NOVEMBER 6-8, 2007 (TUESDAY – THURSDAY)

\$650 for all applications with payment received no later than October 8.

\$725 for all applications with payment received October 9 - 31.

Applications submitted between November 1 and 12:00 pm (noon) ET on November 5 will be accepted with payment of a \$50 late registration fee.

CEUs: 2.0

OVERVIEW:

- Legal aspects of family assistance - specifics of legal protections afforded to family members
- Conducting effective family briefings - communicating with grieving and traumatized families
- Effective on-scene response - a start to finish look at family assistance operations
- Successful forensic operations - communicating with families about the forensic response
- Practical resources for family representatives - developing support skills, and self care

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Improve on-scene coordination and communication
- Manage limited resources more effectively
- Define the practical skills for working with grieving family members
- Apply the skills from the class to conduct an effective family briefing
- Brief others in their organization about the disaster response process and the role of the NTSB

WHO MAY ATTEND:

- Commercial transportation industry officials, particularly those that are in a position to set or influence policy, or have a family assistance role during transportation disasters
- Representatives of federal agencies, particularly those that have a role in transportation disaster response

- Representatives of non-governmental and/or private agencies that have a legitimate and recognized transportation disaster response role
- Members of the academic community attending for research purposes (on a space-available basis)

Mass Fatality Incidents for Medicolegal Professionals

DESCRIPTION: This course examines the principles of victim recovery and identification and the associated family assistance procedures for successfully managing mass fatality incidents involving transportation related accidents. In addition to classroom presentations, participants will conduct a simulated search and recovery exercise and conduct the initial operation of a disaster morgue. Course faculty includes NTSB responders, forensic scientists, and federal agency representatives with a variety of experience in mass fatality response.

ID CODE: TDA403

DATES AND TUITION:

OCTOBER 23-26, 2007 (TUESDAY – FRIDAY)

\$700 for all applications with payment received no later than September 24.

\$775 for all applications with payment received September 25 - October 17.

Applications submitted between October 18 and 12:00 pm (noon) ET on October 22 will be accepted with payment of a \$50 late registration fee.

SPECIAL GROUP OFFER: For groups of 20 or more, save time and money by letting us provide customized training at your location. Please email academy@ntsb.gov or call 571-223-3900 (select option 2) for more information.

CEUs: 2.4

OTHER ACCREDITATIONS: Approved by the American Board of Medicolegal Death Investigators for 25.3 Continuing Education Hours.

Approved by the Pennsylvania Coroner's Education Board under the provisions of Act 22 of 1988 for 8 hours of Continuing Education.

OVERVIEW:

- History and evolution of mass fatality incident response
- Roles of federal agencies involved in transportation mass fatality response events
- Victim recovery and working with the FBI Evidence Response Team
- Theory and practice of victim identification, including the use of DNA technology

- Family assistance center operations and family briefings
- Management of personal effects
- Collection of antemortem data (medical, dental, DNA)
- Changes in procedures in criminal events
- Survival factors issues for the forensic responder
- Post-response issues: site visits, memorials, family interactions
- Media relations in mass fatality events
- Practical exercises in recovery and morgue operations

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Explain the processes and methods employed in a mass fatality incident response
- Clarify the roles of the state and federal government agencies
- Define federal laws impacting the management of transportation disasters
- Discuss the role of forensic science in a mass disaster scene
- Recognize the role of the NTSB, the FBI and other federal agencies during a mass disaster
- Identify the challenges of integrating ante mortem and post mortem data during a mass fatality incident
- Define what role DNA plays in the identification process and the role of pathology as it relates to the investigation
- Discuss the role of survival factors investigation by the NTSB
- Explain the issues involved with family assistance including family briefings, site visits, memorials and personal effects

WHO MAY ATTEND:

- Medical examiners and coroners
- Local, state, and federal medicolegal investigators
- Forensic scientists: anthropologists, odontologists, pathologists, DNA analysts
- DMORT team members
- Military mortuary team members and related personnel
- State emergency management agency employees
- Municipal, county, state, and federal law enforcement agency personnel
- Members of the academic community attending for research purposes (on a space-available basis)

Airport Preparedness Program

DESCRIPTION: This course covers the numerous challenges faced by airports and airlines in the first 12 hours following a major passenger aircraft accident, and equips participants with strategies and materials to plan and coordinate an effective response to assist the relatives and friends of accident victims. NTSB Transportation Disaster Assistance staff will lead the course and assist participants with planning issues unique to their airport. With an emphasis on Q&A, participants will have ample opportunities to interact with staff.

ID CODE: TDA404

DATES AND TUITION:

MAY 10, 2007 (THURSDAY)

\$375 for all applications with payment received no later than April 11.

\$425 for all applications with payment received April 12 - May 6.

Applications submitted between May 7 and 12:00 pm (noon) ET on May 9 will be accepted with payment of a \$50 late registration fee.

ADDITIONAL AIRPORTS COURSE: Save on travel, time and expenses – attend two courses in one trip. *Managing Communications During an Aircraft Disaster* is offered May 8 – 9. See course description on page 31 for details.

CEUs: 0.7

OVERVIEW:

- Understanding the unique response requirements for the two primary types of aviation disasters and how victims are affected by them
- Issues unique to accidents and incidents involving airlines with limited airport staff (or contracted airport staff)
- Determining who should be considered a “family member”
- Assisting with the immediate needs of family members in the first 12 hours after an accident
- Planning a Friends and Family Gathering Center
- Protecting family members’ privacy
- Transitioning family members from the Friends and Family Gathering Center to the airline-established Family Assistance Center
- Understanding the FBI’s role in criminal transportation accident investigations and family support services
- Employing strategies for effective communication with local and state responders, NTSB, FAA, FBI, airlines and airport tenants

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Provide for relatives' and friends' full range of needs in an emotionally charged environment
- Avoid mistakes by reviewing lessons learned from previous accidents
- Employ forms and checklists provided to ensure that all major aspects of an Airport Friends and Relatives Assistance Plan are completed in order of priority
- Explain the NTSB and FBI roles during an aircraft accident
- Extend in-house training to staff through the use of course materials

WHO MAY ATTEND:

- Airport management and staff
- Airport-based airline management and staff
- Airport police departments
- Airport emergency planners and rescue and firefighting personnel
- State or local emergency planners
- Members of the academic community attending for research purposes (on a space available basis)

Emergency Responders

DESCRIPTION: Designed specifically for emergency responders and planners, this course provides participants with the tools to most effectively manage a major transportation disaster. Audio/video materials, case studies, recent examples and panel discussions are employed to illustrate key principles of the unique aspects of responding to major transportation disasters.

ID CODE: TDA402

DATES AND TUITION:

AUGUST 7-9, 2007 (TUESDAY – THURSDAY)

\$650 for all applications with payment received no later than July 9.

\$725 for all applications with payment received July 10 - August 1.

Applications submitted between August 2 and 12:00 pm (noon) ET on August 6 will be accepted with payment of a \$50 late registration fee.

CEUs: 2.0

OVERVIEW:

- Integrating ICS and investigative processes during a transportation disaster
- Responding to transportation events involving terrorism and/or hazardous materials
- Maximizing resources in site security and support staffing
- Responding to media inquiries and managing press at the scene
- Communicating with the local community and families of the victims
- Providing assistance to family members
- Forensic aspects of recovery and identification
- Long-term issues facing the affected community following a major disaster

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Improve their organization's on-scene coordination and communication
- Manage limited resources more effectively
- More effectively manage the operational challenges during a major accident
- Address the issues that a major disaster can have on an organization's staff and local community
- Interact more knowledgeably with federal officials at the accident site
- Avoid pitfalls and mistakes unique to major transportation accidents

WHO MAY ATTEND: This course is designed for local, county, state and federal emergency responders:

- Municipal, county, state and federal law enforcement agencies
- Fire departments
- Local and state transportation departments
- Local, county, state and federal emergency planners
- Public safety agencies
- Members of the transportation community with accident response roles
- Other organizations and agencies that have immediate or long-term post disaster responsibilities
- Members of the academic community attending for research purposes

WORKFORCE DEVELOPMENT

Accident/Incident Report Writing (NTSB Staff Only)

DESCRIPTION: Designed for the new or experienced accident investigator, this course will cover topic areas essential to good report writing. Particular focus will be on organizing and developing analytical content to support investigative conclusions.

ID CODE: ACD103

DATES: January 9-10, 2007 (Tuesday – Wednesday)
August 21-22, 2007 (Tuesday – Wednesday)

REGISTRATION DEADLINE: Registrations for Jan. 9 – 10 course must be received no later than Dec. 28. Registrations for Aug. 21 – 22 course must be received no later than Aug. 15.

ADDITIONAL COURSES: Regional investigators: Save on travel, time and expenses - attend two courses in one trip.

For those attending the course on August 21-22, the following course is offered August 23 (Thursday): [Media Training for NTSB Investigators \(p.44\)](#)

CEUs: 1.3

OVERVIEW:

- Organization – clear, concise and logical narrative
- Documentation - appropriate level of detail
- Object references – descriptions of the relationship and location of relevant objects to other relevant objects
- Images, graphs, diagrams and tables – when to use which tool to most effectively support the narrative
- Factual writing – objective statements without analysis
- Analytical structure – supporting each analytical statement with content in the factual report
- Comprehensibility – keys to writing for a diverse audience
- Revisions – using peer review and other tools to improve the product
- Grammar refresher – avoiding the most common errors
- Consistency – using the NTSB Style Guide, templates, checklists and other tools to streamline the report writing process

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Increase productivity - use the editing process to maximize effectiveness
- Create better reports - write and separate detailed factual statements from well-reasoned analysis
- Eliminate common errors - write more confidently with the NTSB Style Guide, checklists and grammar refresher reference materials
- Improve communication skills - employ the tools and techniques in all written materials and correspondence

WHO MAY ATTEND: NTSB employees who write technical reports.

Conducting Effective Technical Presentations (NTSB staff only)

DESCRIPTION: Using the model of a technical presentation at an NTSB Board Meeting, this course will equip the participant with practical tools and innovative methods to more confidently deliver effective presentations in technical subject areas to large and diverse audiences.

ID CODE: ACD101

DATES: June 26-27, 2007 (Tuesday – Wednesday)
July 24-25, 2007 (Tuesday – Wednesday)

REGISTRATION DEADLINE: Registrations for June 26 – 27 course must be received no later than June 20. Registrations for July 24 – 25 course must be received no later than July 18.

ADDITIONAL COURSES: Regional investigators: Save on travel, time and expenses - attend two courses in one trip.

For those attending the course on June 26-27, the following course is offered June 28 (Thursday): [Media Training for NTSB Investigators \(p.44\)](#)

CEUs: 1.3

OVERVIEW:

Providing NTSB staff with the skills and tools to present technical information concerning complex systems at NTSB Board Meetings and other venues.

- **DEVELOPMENT:** The identification and utilization of an effective system to organize ideas and information, define and organize the important points to be communicated, and identify the components of effective presentations from the introduction to the conclusion.
- **DELIVERY:** Identify, explore, and practice effective presentation skills that keep the presentation focused upon the important points, most effectively communicate the information to diverse audiences with accuracy, brevity, and clarity. This includes the effective use of PowerPoint and related presentation vehicles.

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Deliver more effective technical presentations at NTSB Board Meetings and to a variety of audiences through use of techniques and strategies proven to enhance comprehension and learning
- Construct better presentations with the latest technology
- Avoid common mistakes frequently made in technical presentations
- Speak with greater confidence to large and diverse audiences

WHO MAY ATTEND: NTSB staff who give public presentations and wish to improve their delivery, communication and interaction skills.

Media Training for NTSB Investigators (NTSB Staff Only)

DESCRIPTION: Participants will learn techniques and guidelines for giving interviews to both print and broadcast media while in the field and with little time for preparation. This course is appropriate for experienced as well as new staff members.

ID CODE: PA101

DATES: June 28, 2007 (Thursday)
August 23, 2007 (Thursday)

REGISTRATION DEADLINE: Registrations for June 28 course must be received no later than June 24. Registrations for August 23 course must be received no later than August 19.

ADDITIONAL COURSES: Regional investigators: Save on travel, time and expenses - attend two courses in one trip.

For those attending the course on June 28, the following course is offered June 26-27: [Conducting Effective Technical Presentations](#)

For those attending the course on August 23, the following course is offered August 21-22: [Accident/Incident Report Writing](#)

CEUs: 0.7

OVERVIEW:

- Releasable news – presenting factual information while avoiding analysis
- On-scene media relations
 - Informing the media of launch details
 - Working with the Office of Public Affairs during an accident
 - Press briefings
 - News photography at the accident site
- Post-accident media relations
 - Explaining the process (preliminary, factual, and final reports)
 - Investigation updates
 - The opening of the docket
- Techniques – enhance your skills as an interviewee
- Examples from actual interviews – what went right and what could be improved
- Office of Public Affairs – guidelines for when they should be called upon

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Provide the most timely, accurate and relevant information to local and national media during the on-scene and post-accident phases of an accident investigation
- Deliver interviews more confidently in even the most challenging conditions
- Provide more succinct and comprehensive briefings to the media on investigation updates and the entire NTSB process
- More effectively use the resources provided by the Office of Public Affairs
- Avoid misstatements and analysis

WHO MAY ATTEND: NTSB employees who may be required to disseminate information to the media.

Conducting Effective Meetings (NTSB Staff Only)

DESCRIPTION: In this one-day program, participants will learn how to plan, organize and conduct focused and results-oriented meetings, encourage participation and address counterproductive behaviors to successfully and confidently managing all type of collaborative situations.

ID CODE: ACD104

DATES: May 3, 2007 (Thursday)

REGISTRATION DEADLINE: Registrations must be received no later than April 29.

CEUs: 0.7

OVERVIEW:

- Necessity – Determining when a meeting is required, and if needed, how to best prepare for it
- Ground rules – Establishing a set of guidelines to keep the meeting focused, professional and efficient
- Purpose – Maintaining focus on objective(s) throughout meeting and creating a priority system to ensure outcomes are achieved
- Structure – Creating an agenda to cover the most important issues
- Participants – Identifying who needs to be there and why
- Roles – Recognizing the different responsibilities at a meeting and clarifying who is accountable for what
- Interpersonal atmosphere – Encouraging individual participation
- Communication – Adjusting messages through active listening and attentiveness to non-verbal cues
- Idea generation – Soliciting more and better ideas from the group through effective collaboration
- Conflict – Diffusing disagreements and challenging interpersonal situations while encouraging a positive atmosphere
- Common problems – Understanding and avoiding the elements that can derail meeting focus and compromise objectives
- Solutions – Identifying and prioritizing the best ideas and solutions
- Consensus – Bringing closure with action items and realistic deadlines

PERFORMANCE RESULTS: Upon completion of this course the participant will be able to:

- Increase productivity – Determine ways to plan and conduct meetings to maximize participation and achieve desired goals
- Be better prepared – Employ a system for meeting preparation that ensures all identified objectives are addressed
- Increase efficiency – Reduce wasted time through focused agenda setting
- Enhance teamwork ethic – Build productive teams through management of group dynamics
- More effectively manage interpersonal issues – Recognize the difference between task and personality issues in a group and employ strategies for dealing with challenging interpersonal situations
- Get better meeting results – Communicate expectations clearly and use focused action items to achieve objectives in a timely manner

WHO MAY ATTEND: NTSB employees who want to lead meetings more effectively and improve their collaboration skills.

Information for Participants



CONTINUING EDUCATION UNITS (CEUs)

The NTSB Training Center is an active and current member of the International Association for Continuing Education and Training. Participants in Training Center courses will receive one (1) CEU credit for every ten (10) contact hours of instruction. A contact hour is defined as

60 minutes spent in interaction between a learner and instructor or between a learner and materials that have been prepared to advance learning objectives. The number of CEUs awarded is indicated in each course description.

In order to receive the CEU credit and a training certificate the course attendee must:

- Participate in all learning activities, including discussions, class projects, case studies, role-playing and tests.
- Attend all scheduled classes. Partial credit will not be issued for those who do not attend the entire course.

The Training Center will make reasonable efforts to provide written notification to those participants who do not successfully complete the course.

There are some classes in which credit is available from other organizations or institutions. This information is also listed in the CEUs section of the course description.

For further information about CEUs and a list of organizations that accept them, see the IACET website: www.iacet.org.

TRANSCRIPT REQUESTS

The Training Center will maintain a transcript for every participant who completes a CEU accredited course. These records will be maintained for ten (10) years.

The Training Center does not accept phone or e-mail requests for transcripts. Transcript requests must be signed by the individual students (or former student) and will only be issued after receipt of a written request submitted via fax or mail.

All transcript requests will be processed within ten (10) business days. Up to two transcripts will be processed free of charge, per student, per calendar year. An administrative fee of \$15 will be charged for each additional transcript.

To obtain a transcript or have one mailed to another organization, a Transcript Request form (available on our website) should be submitted: <http://www.nts.gov/tc/courseinfo/transcriptrequest.pdf>

Alternatively, you may submit a letter with the following information:

- Full name(s) used for registration
- Home address
- Daytime phone
- E-mail address (if available)
- Month and day of birth (i.e. July 4 = 07/04)
- Name and address of the organization to which the transcript should be sent
- Signature

Submit the letter by fax or mail:

FAX: 571-223-3904

MAIL: NTSB Training Center
Office of the Registrar
45065 Riverside Parkway
Ashburn, VA 20147-4287

ELIGIBILITY

Those applying to attend a course should meet the admission criteria as defined in the "Who May Attend" section of the course description.

Those unsure about eligibility to attend a particular course should contact StudentServices@nts.gov. All inquiries are welcomed and will be replied to as expeditiously as possible.

TUITION

As is common practice among many other federal programs offering training to federal and non-federal individuals and entities, tuition serves to offset all or a portion of the cost of the training course. Tuition varies by course and is based on course development and delivery costs.

Other than the tuition discount for early registration, the Training Center does not offer any special reduced rates for groups, members of the military, or for employees of federal or state or local government agencies.

APPLICATIONS AND PAYMENTS

Please read the course description carefully since it contains registration and tuition payment information and deadlines.

Applications via ONLINE registration system

The following forms of payment are accepted via online registration: American Express, MasterCard, VISA, Diners Club, Discover, debit card and business or personal check (enter the routing number and account number and the check will be processed electronically).

Applications submitted OFFLINE via fax or mail

PLEASE NOTE: Effective January 1, 2007, a \$25 processing fee will be charged for all applications submitted via fax or mail. There is no processing fee for applications submitted through the online system.

The Training Center does not have the facilities to process cash transactions. Acceptable forms of payment are: American Express, MasterCard, VISA, Diners Club, Discover, check, money order and IPAC (for U.S. federal employees only).

- Applications submitted without full payment will not be processed.
- Those paying with a credit card will receive a receipt by mail or by fax upon request. To inquire about a receipt, please email StudentServices@ntsb.gov.
- A receipt will not be issued to those who pay with a check or money order. The cancelled check will serve as proof of payment.
- To obtain the discounted tuition for early registration, the application with payment must be postmarked no later than the last day for early registration (as indicated in the course description).
- Those residing outside the United States wishing to remit funds by means other than those listed above should contact the Registrar at StudentServices@ntsb.gov

SUBSTITUTIONS, CANCELLATIONS AND REFUNDS

Those who have registered for a course but are unable to attend have several options, which are detailed in the table below:

	7 or more business days prior to first day of course	1 to 6 business days prior to first day of course
SUBSTITUTE PARTICIPANT Substitute another person from the same organization at no additional charge	Allowed	Allowed
SUBSTITUTE COURSE Apply tuition paid to another course on the schedule minus a \$25 processing fee	Allowed	Allowed
REFUND Full tuition refund minus \$75 processing fee	Allowed	Not Allowed

IMPORTANT: Refund requests will be processed and honored only if the Refund Request Form is received no later than 7 business days prior to the first day of the course. The downloadable forms for each of the options listed above are available at ntsb.gov/tc.

UNSCHEDULED CLASS CANCELLATIONS

The NTSB Training Center is open from 8:00 AM to 5:00 PM, Monday - Friday, except for holidays observed by the Federal Government. Exceptions to the Training Center's normal operating schedule may be made in the case of extreme weather or civil emergency. In addition, since many of the Training Center's instructors are active transportation accident responders, there is the possibility that a course may be cancelled in the event of a major transportation disaster.

To check on the OPERATING STATUS of the Training Center, or of any course, please call 866-406-7306 for current information available 24 hours a day.

This phone number is also listed on the OPERATING STATUS page on our website: ntsb.gov/tc/status.htm.

In the event that a course is cancelled because of extreme weather, civil emergency or a major transportation disaster, the NTSB will, at its discretion:

- Issue a pro-rated tuition refund, or
- Allow the student to attend the missed days during the next scheduled course

The NTSB will not, however, be liable for any loss that the student incurs due to the cancellation. This includes, but is not limited to, all expenses for lodging and transportation.

Before purchasing a non-refundable airfare, it is recommended that the student be advised by a travel professional or airline representative of the change/cancellation penalties associated with such restricted tickets.

SPECIAL NEEDS

Persons with disabilities or special needs are encouraged to contact the Training Center in advance at StudentServices@ntsb.gov or 571-223-3911 so reasonable accommodations may be made.

CERTIFICATE OF TRAINING

Each participant completing an Training Center course will receive a Certificate of Training signed by the NTSB Chairman.

CLASS HOURS

Registration opens at 8:15 am on the first day of the course. Class hours are 9:00 am to 5:00 pm, unless otherwise indicated. Travel arrangements should be made to allow for participation in all sections of the course.

FOOD SERVICE

Tuition typically includes a catered lunch on all full class days; beverages are provided in the morning and afternoon.

ATTIRE

Appropriate attire is business casual or your organizational uniform, and is entirely your preference. The temperature in the building may fluctuate, so participants are encouraged to dress in layers

INTERNET ACCESS

Each seat in the classroom is equipped with a data port and power outlet so those with notebook computers may connect to the Internet. Those intending to access the Internet while at the Training Center should bring an ethernet/ network cable to connect. Wireless Internet access is not currently available.

ACCOMMODATIONS

Participants are responsible for their own accommodations. A list of hotels has been provided for the convenience of those traveling to the Training Center from outside the Washington, D.C. area.

Hotel	Address / Phone	Website	Distance from Training Center	Distance from Dulles Airport
Marriott Courtyard*	45500 Majestic Drive Dulles, VA 20166 571-434-6400	marriott.com	3 miles	6 miles
Extended Stay Suites*	46001 Waterview Plaza Sterling, VA 20166 703-444-7240	extendedstay.com	3 miles	8 miles
Hampton Inn - Cascades (FedRooms rate avail)	46331 McClellan Way Sterling, VA 20165 703-450-9595	hamptoninndullescascades.com	3 miles	8 miles
Amerisuites**	21481 Ridgetop Circle Dulles, VA 20166 703-444-3909	amerisuites.com	3 miles	8 miles Free shuttle †
Suburban Extended Stay - Sterling**	45510 E. Severn Way Sterling, VA 20166 703-674-2299	suburbanhotels.com	4 miles	6 miles Free shuttle †
Candlewood Suites Washington Dulles - Sterling** (FedRooms rate avail)	45520 E. Severn Way Sterling, VA 20166 703-674-2288	candlewoodsuites.com	4 miles	6 miles Free shuttle †
Marriott Residence Inn**	45250 Monterey Place Dulles, VA 20166 703-421-2000	marriott.com/iadri	5 miles	6 miles Free shuttle †
Hampton Inn - Dulles (FedRooms rate avail)	45440 Holiday Drive Dulles, VA 20166 703-471-8300	hamptondulles.com	6 miles	3 miles
Holiday Inn - Dulles* (FedRooms rate avail)	1000 Sully Road Dulles, VA 20166 703-471-7411	hidullesairport.com	6 miles	3 miles
Quality Inn & Suites Dulles International**	45515 Dulles Plaza Dulles, VA 20166 703-471-5005	choicehotels.com	6 miles	3 miles
Embassy Suites - Dulles North	44610 Waspool Road Ashburn, VA 20147 703-723-5300	dullesembassysuites.com	6 miles	5 miles
Homewood Suites by Hilton - Dulles North (FedRooms rate avail)	44620 Waspool Road Ashburn, VA 20147 703-723-7500	dulleshomewoodsuites.com	6 miles	5 miles
Country Inn Suites (FedRooms rate avail)	45620 Falke Plaza Sterling, VA 20166 800-456-4000	countryinns.com/washingtondullesva	7 miles	2 miles Free shuttle †

* Discount available. Ask for "George Washington University" rate.

** Discount available. Ask for "NTSB Training Center" rate.

† Free shuttle between airport, hotel and NTSB Training Center. Shuttle service between hotel and the NTSB Training Center must be requested at check-in.

FedRooms: Hotels that are members of this program offer special GSA-negotiated rates for federal employees. Ask for the "FedRooms Rate" when making a reservation. The FedRooms rate is guaranteed to be at or below federal government per diem. Listings for other area hotels are available at FedRooms.com



Driving directions to the Training Center are available at www.nts.gov/tc (Campus)

**NTSB****Training
Center****COURSE APPLICATION**

Save the \$25 processing fee for offline applications by submitting your application online at <http://www.ntsbt.gov/tc>.
Paying by check? No problem! The online system now accepts checks, credit cards, and debit cards.

Course Title: _____
Course ID Code: _____
Course Dates: _____

Tuition: _____
Offline Processing Fee: \$25.00
Late Registration? Yes (add \$50) No _____
Total Tuition and Fees: _____

Applicant Information Submit a separate application for each course and for each student.

Applicant's Name (Last, First, Middle) _____

Are you an NTSB employee? Yes No

Title/Function _____

Organization _____

Mailing address _____

Please check one: Work Home

City _____

State _____

Zip _____

County _____

Telephone _____

Fax _____

E-mail _____

For identification purposes, please provide the month and the day of your birth (i.e., July 4 = 07/04): __/__/__

Please print name exactly as it should appear on training certificate: _____

Method of Payment Please select one method below. (NTSB cannot accept cash.)

☐ AMEX ☐ VISA ☐ MC ☐ Discover ☐ Diners Club Account Number: _____

Name as it appears on card: _____ Expiration Date: _____

Is this a U.S. Federal government issued credit card? ☐ Yes ☐ No

☐ Check ☐ Money Order (Make check payable to NTSB in U.S. dollars and submit with application by mail.)

☐ IPAC (Intra-governmental Payment and Collection - U.S. federal employee use only. Please attach one of the following documents: inter-agency agreement, SF-182, or DD-1556). Complete the following:

Agency Contact & Phone: _____ Agency Location Code (ALC): _____

Participants unable to provide payment via the methods described above should contact the Registrar for further assistance (registrar@ntsb.gov or 571-223-3911).

Contact Information. Send completed application and payment by one of the following methods:

Fax: 571-223-3904

Mail: Registrar, NTSB Training Center
45065 Riverside Parkway
Ashburn, VA 20147

By signing below, I verify that I have read and understood the UNSCHEDULED CLASS CANCELLATION advisory (p. 51), the REFUND POLICY (p. 51) and the PRIVACY ACT STATEMENT at the bottom of this page.

Participant Signature: _____ Date _____

PRIVACY ACT STATEMENT: This information is solicited under authority of the Privacy Act of 1974. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request to participate in a program at the NTSB Training Center. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of any funds involved.

Keys (For NTSB Training Center Use Only) _____

Need space for a small off-site meeting or a large conference?

The NTSB is pleased to offer two options to meet your needs:

The NTSB Training Center in Ashburn, Virginia is conveniently located 10 miles from Washington Dulles International Airport.



Situated on the Virginia campus of the George Washington University, this state-of-the-art facility features a 120-seat auditorium, 4 meeting rooms, 1 large conference room and 1 video conference room.

The NTSB Conference Center in Washington, D.C. is located in L'Enfant Plaza with easy access to the Washington Metro



system. The Center features a 400-seat auditorium and two conference rooms and is close to the many attractions that the nation's capital has to offer.

To learn more about these facilities, see page 9.